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Virginia Department of Motor Vehicles

Post Office Box 27412

Richmond, Virginia 23269-0001

Application for Change of Existing Vehicle Record

VSA 71 (01/12/05)

Purpose: Change information on an existing vehicle record.

Instructions: Complete the appropriate personal/vehicle information below and check the box or boxes to indicate the change(s). Return the form to the Department of Motor Vehicles, Title and Registration Workcenter, Room 320, Post Office Box 27412, Richmond, Virginia 23269-0001.

PERSONAL AND VEHICLE REGISTRATION

A change to an individual's name or a social security number can only be completed at a DMV customer service center with proper documentation according to "Acceptable Documents for Obtaining a Driver's License or Photo Identification Card" (DMV 141).

LAST NAME

FIRST

MIDDLE

VEHICLE TITLE NUMBER

MAKE

VEHICLE IDENTIFICATION NUMBER (VIN)

LICENSE PLATE NUMBER

GARAGE JURISDICTION (city, county or town where vehicle is garaged)

VEHICLE INFORMATION CHANGE

- ☐ Used solely for transporting persons to and from church or Sunday school for the purpose of divine worship.
- ☐ Correct ownership for a vehicle under written lease/agreement for a period of not less than 12 months where the lessee is named as owner in error.
Lessee Name/Signature _____
- ☐ Increase or decrease the declared weight from _____ lbs. to _____ lbs.
- ☐ Date vehicle was purchased _____
- ☐ Date vehicle was sold _____
- ☐ Correct error in Vehicle Identification Number (VIN) ☐ Correct error in Garage Jurisdiction
- ☐ Body type _____ (DMV inspection of vehicle required)
- ☐ Vehicle color – Enter one or two color codes according to the instructions on "Vehicle Color Codes" (VSA 6)
_____ Primary color _____ Secondary color
- ☐ Make _____ (DMV inspection of vehicle required)

VEHICLE USE CHANGE

- ☐ Vehicle used for business purposes (see below) ☐ Vehicle used for personal purposes
- If you can answer YES to any of the following questions, your motor vehicle is considered by state law to have a business use and does NOT qualify for Personal Property Tax Relief.
- Is more than 50% of the vehicle's annual mileage used as a business expense for federal income tax purposes or reimbursed by an employer?
 - Is more than 50% of the depreciation associated with the vehicle deducted as a business expense for federal income tax purposes?
 - Is the cost of the vehicle expensed pursuant to Section 179 of the Internal Revenue Service Code?
 - If the vehicle is leased by an individual, does the leasing company pay the tax without reimbursement from the individual?

BUSINESS INFORMATION CHANGE

Previous Federal Employer Identification Number (FEIN) Change Must provide a copy of IRS assignment of FEIN

Previous Number _____

Corrected Number _____

Business Name Change Must provide a copy of IRS assignment of FEIN or a copy of business license with new name

Business name changed from _____
to _____

(This represents a change of name only and not a change of ownership.)

I certify that the information provided above is complete and correct.

Signature _____

Date _____

**For DMV
Use Only**

All body type and make change applications are to be sent to Titles and Registration in headquarters, room 320.